

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Lifeguard****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Ensures the safety of swimmers, enforces safety rules, promotes water safety, and maintains pool or beach areas. Administers first aid, CPR, defibrillation and oxygen as needed. Teaches swimming lessons and exercise classes. May assist with the planning, implementation, and evaluation of aquatic programs and daily activities of the pool. May assist in managing the operations of the pool.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	H	Prevents and responds to emergencies by teaching swimming lessons, monitoring the activities of swimmers, informing them of dangerous situations, and rescuing distressed swimmers.
2	M	Maintains the area by picking up trash, cleaning the deck, moving lanes, vacuuming the pool, removing hazardous materials, and monitoring chemical levels.
3	L	Interacts with citizens by responding to inquiries, organizing and teaching classes and other special leisure programs, and contributing to the growth and development of students.
4	L	May be required to manage daily operations of the facility by scheduling staff, monitoring volunteers and employees, compiling figures and preparing reports, providing lesson plans, authorizing permits, and collecting fees for rental of facility.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	Six months as a Lifeguard.
Certifications and Other Requirements	Valid Driver's License, CPR and First Aid Certification, Lifeguard Training Certification.
Reading	Work requires the ability to read general correspondence, reports, technical manuals, city policies and procedures, materials for updating certifications, and lesson plans.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, reports, lesson plans, program evaluations, and newsletters.
Managerial	Managerial responsibilities include developing and implementing programs and directing volunteers, seasonal staff, and summer youth program attendees.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Assisting citizens, observing the water and swimmers
Sitting	F	On lifeguard stand, observing the water and swimmers, driving
Walking	F	Patrolling, maintenance duties
Lifting	O	Victims, equipment
Carrying	O	Victims, equipment
Pushing/Pulling	O	Victims, equipment, vacuuming the pool, moving swim lane ropes
Reaching	O	Victims, equipment, moving swim lane ropes, swimming
Handling	F	Equipment, pool chemicals, medical supplies
Fine Dexterity	F	Maintenance tasks, equipment assembly, writing, telephone, computer, calculator
Kneeling	C	Performing CPR, assisting children, training, using equipment
Crouching	C	Performing CPR, assisting children, training, using equipment
Crawling	N	
Bending	C	Performing CPR, assisting children, training, using equipment
Twisting	C	Watching patrons, training, using equipment, swimming
Climbing	F	Guard stand
Balancing	F	On guard stand
Vision	C	Observing water and patrons, swimming, driving, writing
Hearing	C	Communicating with personnel and general public, listening for victims
Talking	C	Communicating with personnel and general public
Foot Controls	F	Swimming, driving
Other (specify)	C	Swimming

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Whistles, walkie-talkies, megaphones, vacuum, chemical testing materials, telephone, umbrella, Automated External Deliberators (AEDs), bag valve mask, television/VCR, rescue can, shepard's crook, rescue board, land-line, ring buoy, general office supplies, computer and related equipment/software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	--
Chemical Hazards	D	Extreme Temperatures	D	Warehouse	--
Electrical Hazards	D	Noise and Vibration	D	Shop	--
Fire Hazards	D	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	D	Darkness or Poor Lighting	W	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	D				

(1) UV / UVB rays

(2) Recreation Center, beachfront, indoor pools

PROTECTIVE EQUIPMENT REQUIRED:

Rescue can, rescue tube, rescue board, pocket mask, gloves, OSHA kit, sunscreen, sunglasses, first aid equipment, goggles/eye protection, eye wash station, hepatitis B shot

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	C
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	C
Other (see 3 below)	N

(3)